



THE SECRETARY OF THE NAVY  
WASHINGTON, D. C. 20350-1000

SECNAVINST 5430.99  
NAVCOMPT:NCB-5  
0 5 AUG 1987

SECNAV INSTRUCTION 5430.99

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY COMPTROLLER FUNCTION:  
ASSIGNMENT OF RESPONSIBILITIES

Ref: (a) Public Law 99-433; Goldwater-Nichols DOD  
Reorganization Act of 1986  
(b) SECNAVINST 5430.90 of 28 January 1975  
(c) NAVSO P-1000-1  
(d) NAVSO P-1000-2  
(e) OPNAVINST 5430.48B  
(f) HQO 5400.18B

1. Purpose. To assure compliance with reference (a).

2. Cancellation. Reference (b).

3. Background. By reference (a), it was mandated that "The Office of the Secretary of the Navy shall have sole responsibility within the Office of the Secretary of the Navy, the Office of the Chief of Naval Operations, and the Headquarters, Marine Corps, for the following functions: (a) Acquisition (b) Auditing (c) Comptroller (including financial management) (d) Information Management (e) Inspector General (f) Legislative Affairs (g) Public Affairs." It was further mandated that "The Secretary of the Navy shall establish or designate a single office or other entity within the Office of the Secretary of the Navy to conduct each function specified.... No office or other entity may be established or designated within the office of the Chief of Naval Operations or Headquarters, Marine Corps, to conduct any of the functions specified..." In order to comply with these provisions of reference (a), a clear delineation of Department of the Navy (DON) comptroller responsibilities is necessary so as to properly assign responsibilities. As prescribed in reference (c), comptrollership at the DON level entails developing and maintaining the policies, standards and procedures which are necessary for both obtaining resources and operating sound financial system throughout the DON. In this regard, the specific responsibilities of the Office of the Comptroller of the Navy (NAVCOMPT) are delineated in paragraph 4, below.

4. Policy. In compliance with reference (a), NAVCOMPT is designated sole responsibility for comptrollership within the Office of the Secretary of the Navy, the Office of the Chief of Naval Operations and Headquarters, Marine Corps. No other office or entity may be established or designated to perform these responsibilities. The Assistant Secretary of the Navy (Financial Management)/Comptroller of the Navy shall supervise NAVCOMPT.

a. As prescribed in reference (c), NAVCOMPT is responsible to the Secretary of the Navy for the following:

(1) General. Provide technical guidance and direction in financial matters for application throughout the DON; coordinate and integrate financial functions to provide the Secretary of the Navy a sound financial system that will contribute to the efficient, economical and effective management of the Navy and Marine Corps.

(2) Budget. Establish principles, policies and procedures for preparation and administration of the DON budget; guide, direct, and coordinate the budget formulation process; review financial requirements and justifications in order to establish budget estimates for the Office of the Secretary of Defense (OSD), Office of Management and Budget (OMB), and Congress; manage the presentation and justification of budget estimates to OSD, OMB, and Congress; prepare apportionment requests; allocate funds to Responsible Offices; provide analyses, interpretative reports and continuous review on DON programs as related to the financial plan; and prepare reprogramming requests for submission to OSD.

(3) Financial Systems. Formulate and prescribe policies, standards and procedures to be followed in the design, development and operation of financial management systems throughout the DON for appropriated, nonappropriated, and special funds; appraise the effectiveness of proposed and existing DON financial management systems; identify and prescribe corrective action to resolve problems in the management of the financial operations of the DON.

Within this policy and procedural framework, Navy and Marine Corps organizations are responsible for all operations necessary to execute their assigned responsibilities. As prescribed in reference (d), organizations which are responsible for all programs financed by a particular appropriation or fund are designated as Responsible Office for the appropriation/fund. Subordinate to Responsible Offices, Administering Offices are

responsible for an entire appropriation/fund or a portion of an appropriation/fund. When an organization is designated by NAVCOMPT as Responsible Office or Administering Office, that office exercises fiscal management of the designated account. As distinguished from comptrollership, the fiscal management function consists of three basic elements. Fiscal management integrates programming and budgeting actions, by coordinating the review of budget estimates prepared by cognizant organizations with headquarters staff elements to ensure conformance with programmatic decisions reflected in the approved Program Objective Memorandum. It provides fiscal control of funds which have been allocated by NAVCOMPT, including the suballocation of funds to administering offices; and, ensures accurate and timely reporting of program status, funds availability, commitments, obligations and expenditures from appropriate executing organizations. Finally, it provides for the review of execution of allocated funds to ensure that program objectives are satisfied; and, identifies the need to reprogram funds.

b. The Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC) supervise the operations of their respective organizations. Resource management is inherent to this responsibility. Much of this function is performed by subordinate Navy and Marine Corps commands and staff organizations within the policy and procedural framework prescribed by NAVCOMPT. However, the capability must continue to exist at the Service Chief level to ensure that resources are effectively managed to meet the operating and support needs of the Navy and Marine Corps. To assist the CNO and CMC to execute their responsibilities, NAVCOMPT is responsible to them for the following:

(1) Ensure that the programmatic needs of the Navy and Marine Corps are properly represented and considered in developing and maintaining the integrated financial system of the DON.

(2) Provide information, reports, substantive analyses and advice concerning the formulation, review, justification and execution of the DON budget.

(3) Ensure that the Navy and Marine Corps effectively operate within the prescribed DON financial policy and procedural framework.

The Assistant Secretary of the Navy (Financial Management)/Comptroller of the Navy will ensure that the CNO and CMC receive such staff support as each considers necessary to execute their responsibilities.

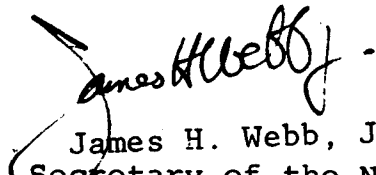
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5. Action. The refinement of certain existing organizational responsibilities is necessary to implement this policy.

a. The Comptroller of the Navy will make the necessary resource adjustments and revise references (c) and (d) to reflect the above.

b. The CNO and CMC will revise references (e) and (f), respectively, to reflect the above.

  
James H. Webb, Jr.  
Secretary of the Navy

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